



CITY OF BROOKLET
104 CHURCH ST. BROOKLET, GA 30415 *(912) 842-2137 *FAX (912) 842-5877

Joe Grooms III, Mayor
Nicky Gwinnett
Bradley Anderson, Councilman
Rebecca Kelly, Councilwoman
James Harrison, Councilman
Johnathan Graham, Councilman

City Attorney
Hugh Hunter

City Clerk
Lori Phillips

**CITY COUNCIL
MEETING
JANUARY 19, 2023
7:00 PM
MINUTES**

1. **Call to order and welcome** – Mayor Joe Grooms, III
 - a. Invocation

2. **Pledge of Allegiance to the United States Flag**

3. **Consideration of a Motion to Approve the Agenda**
Motion to approve
MOTION: Brad Anderson
SECOND: Rebecca Kelly
AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham, and James Harrison
NAYES: None
Motion carried 5-0

4. **Consideration of a Motion to Approve the Consent Agenda**
 - a. Wesley Parker, Parker Engineering Services - ARPA State Fiscal Recovery Fund for Water and Sewer Infrastructure Award for Engineering Services
 - b. Matt Morris, who is the current city manager of Springfield, GA, to serve as consultant.
 - c. Setting fine amounts for no parking citations
 - d. Setting the Qualifying Fees for the 2023 Municipal Election; \$90.00 for the mayor seat, and \$54.00 for the council seat.
 - e. Brooklet Police Department Pay Scale**Motion to approve**
MOTION: Nicky Gwinnett

SECOND: James Harrison
AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham, and James Harrison
NAYES: None
Motion carried 5-0

5. Consideration of a Motion to Approve the Minutes for the following Meetings:

a. December 15, 2022 City Council Meeting

Motion to approve

MOTION: Rebecca Kelly
SECOND: Nicky Gwinnett
AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham, and James Harrison
NAYES: None
Motion carried 5-0

6. Consideration of a Motion to Approve the December Financial Reports as presented

Motion to approve

MOTION: Brad Anderson
SECOND: Nicky Gwinnett
AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham, and James Harrison
NAYES: None
Motion carried 5-0

7. Recognition of guest that have signed up to speak

8. Reports from committee members

a. Mayor Pro-Tem Gwinnett

- All the No Parking signs have been installed
- Began washing all street signs to see what needs to be replaced
- We have been very lucky and have had no water breaks in a while
- Will be setting the generator at City Hall tomorrow morning

b. Councilman Anderson

- Would like to give kudos and commend the council on a productive called meeting held on January 16, 2023.
- Will begin the budget process as soon as February and will provide a draft of a timeline at the February work session.

c. Councilwoman Kelly

- No reports

d. Councilman Harrison

- Will begin looking at purchasing a new police vehicle

e. Councilman Graham

- Due to future developments, we may need to consider a burn ordinance to put in place.

9. Report from Police Chief

a. Gary M. Roberts

- Gave the monthly PD report
- The 5k run went very well, kudos to Public Works for all their hard work.
- We have been receiving good candidates for the Police Clerk position and will be interviewing soon.

10. Report from Safety Coordinator

a. Jim Stanoff

- Working on placing two stop signs at Lee and Parker Avenue intersection, will be getting quotes for a luminating stop sign and stop bars to bring back to the February work session.

11. DISCUSSION ITEMS:

11.1. **(OPTION# 1)** Motion to approve Change Order #1 for the 2022 Brooklet LMIG. The amount of the contract prior to this change order is \$70,668.00, the amount of the contract will increase by the sum of \$23,672.73, the contract total including this and previous change orders will be \$94,340.73.

(OPTION# 2) Motion to approve Change Order #1 for the 2022 Brooklet LMIG which is for the overlay of Waters Street from Lewis Street to West Lee Street. The amount of the contract prior to this change order is \$70,668.00, the amount of the contract will increase by the sum of \$14,428.00, the contract total including this and previous change orders will be \$85,096.00.

Motion to approve

MOTION: Nicky Gwinnett

SECOND: Brad Anderson

AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham, and James Harrison

NAYES: None

Motion carried 5-0

11.2. Motion to approve the resignation of the Court Clerk, Mary Renteria, effective January 24, 2023.

Motion to approve

MOTION: Brad Anderson

SECOND: Nicky Gwinnett

AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham, and James Harrison

NAYES: None

Motion carried 5-0

11.3. Motion to authorize City Attorney Hugh Hunter to work with Bill Powell from Georgia Rural Water pertaining to the right of way usage fee transfer and increasing the water rates.

Motion to approve

MOTION: Nicky Gwinnett

SECOND: James Harrison
AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham, and James Harrison
NAYES: None
Motion carried 5-0

- 11.4. Motion to approve the following recommendation made by Chief Roberts, effective Thursday, January 19, 2023, Officer Reolegio be listed as having completed her probation period, and that she be promoted to the rank of Sergeant, at the approved rate of \$21.50 per hour, effective Friday, January 20, 2023.

Motion to approve

MOTION: Nicky Gwinnett
SECOND: James Harrison
AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham, and James Harrison
NAYES:
Motion carried 5-0

- 11.5. Motion to approve a new hire of a full-time Police Officer, Justin Odom, to begin work on Monday, January 23, 2023 with a beginning hourly pay rate of \$18.00 per hour.

Motion to approve

MOTION: James Harrison
SECOND: Rebecca Kelly
AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham, and James Harrison
NAYES: None
Motion carried 5-0

- 11.6. **Mayor and Council to make the following appointments for the year 2023:**

- Appointment of a City Attorney - Hugh Hunter
- Appointment of a City Clerk - Lori Phillips
- Appointment of the Election Superintendent - Lori Phillips
- Appointment of the Planning & Zoning Administrator – Lori Phillips
- Appointment of a Municipal Court Clerk - Mary Renteria
- Appointment of a City Code Enforcement Officer / City Marshall – Gary Roberts
- Appointment of a Building Inspector – Sterling Starling
- Appointment of a City Treasurer – Lori Phillips
- Appointment of an Accounting Firm - Reddick, Riggs, Hunter, and Colson, P.C.
- Appointment of a Municipal Court Judge - Joseph Cowart
- Appointment of a Municipal Court Solicitor - I Cain Smith
- Appointment of a Municipal Court Public Defender – Spencer Tyson
- Appointment of a Payroll Firm - J.B. Kennedy & Associates, LLC

Motion to approve

MOTION: Brad Anderson
SECOND: Nicky Gwinnett
AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham, and James Harrison
NAYES: None

Motion carried 5-0

11.7. **Charter Section 2-9 Committees: The Mayor and City Council Shall create by ordinance such committees as they deem necessary to oversee the operation and provision of city services and the administration of city government.**

- Police Department – Rebecca Kelly
- Streets Department – Nicky Gwinnett and James Harrison
- Sanitation Department - Nicky Gwinnett and James Harrison
- Water Department – Nicky Gwinnett and James Harrison
- Finance/Administration Department – Brad Anderson and Johnathan Graham
- Safety Coordinator - Jim Stanoff
- Community Center / Event Coordinator / Beautification - Administration
- Cemetery - Lori Phillips

Motion to approve

MOTION: James Harrison

SECOND: Rebecca Kelly

AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham, and James Harrison

NAYES: None

Motion carried 5-0

11.8. **Motion to elect Brad Anderson as the Mayor Pro-Tem for 2023.**

Motion to approve

MOTION: Rebecca Kelly

SECOND: Johnathan Graham

AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham, and James Harrison

NAYES: None

Motion carried 5-0

12. **Consideration of a Motion to adjourn**

Motion to approve

MOTION: James Harrison

SECOND: Brad Anderson

AYES: Rebecca Kelly, Nicky Gwinnett, Brad Anderson, Johnathan Graham, and James Harrison

NAYES: None

Motion carried 5-0

Approved this 16th day of February, 2023.


Joe A. Grooms, III, Mayor


Lori Phillips, City Clerk